

DeSales University
Instructional Technology Specialist Certificate Program – 30 Hour Internship Report
2011-2012 School Year: September 11-September 24, 2011

I continued to create new projects and activities for my computer classes. Students in my Multimedia class developed their own Wikispace and learned to how to manage and utilize its features. They also created an account on Glogster, made a digital poster about our class and embedded it to their Wikispace. In addition, they created iGoogle pages and began to experiment with finding, selecting and adding widget to their personal site. The Computer 5 students were taught how to use various features of Microsoft Word through a series of activities: formatting text, inserting clip art, word art and page borders, saving and printing. They also learned how to access network folders and how to properly save documents to the server.

While teaching courses in the computer labs, I continued to perform general maintenance on the printers including making sure the paper trays were full, removing misfeeds and troubleshooting other minor issues.

The elementary principal asked me to provide technology integration training to Bellwood-Antis teachers and their Penn State interns at their monthly Professional Development School meeting; therefore, I developed a session entitled “Moving Beyond the Cool in the Tool”. This particular session focused on how to effectively incorporate some of the “cool tools” I introduced during the August in-service program. Besides four professors from Penn State and two B-A Administrators, 22 teachers attended this training. As part of my preparation for this session, the technology coordinator showed me how to operate the Lite Show Projection Program and sound system in the elementary all-purpose room.

In addition to the professional development I conducted, I also met with teachers in all building levels to assist them with integrating technology into classroom activities. I not only

showed teachers how to use tools such as Publisher, Popplet, Voki, Photo Story, and Animoto, but I also helped others to create a variety of projects: Reading Presentations and Paper Slide Videos to name a few. Along with distributing the “Tech Tip of the Week”, Discovery Education, career and math resources were shared with teachers. I also showed a teacher how to utilize one of the school’s digital cameras and how to download the pictures for use in student projects.

The Technology Club teamed up with the Helping Hands Club in the high school to organize and coordinate a project to raise funds to support the building of the Flight 93 Memorial in Shanksville, PA. The students created announcements and banners to advertise the activity and assisted with the creation of a bulletin board to highlight the project.

A kick-off meeting was held with the developers of “The Crowd” site. Students were given an overview of the site, and a timeline for the official launch was discussed. Students then had an opportunity to sign up for various “teams” in order to create content for the site (photos, videos and articles). I continued to communicate regularly with the developers via email.

I worked with the technology department to learn how to reset the equipment used to broadcast the high school morning announcements. I was also shown how to reset the Polyvision Interactive Whiteboard driver as well as how to install necessary updates.

I assisted with performing weekly updates on the WSUS server and then restarted the machines in the computer labs to ensure the updates were installed correctly.

Finally, in addition to email correspondence, I met with my DeSales University supervisor and mentor to evaluate the progress of my internship.

See Instructional Technology Coaching Updates for time earned on tasks explained in this report.

JANIE L. FORSHEY
Student's Printed Name

Janie L. Forshey
Signature

9/26/11
Date

BELLWOOD-KANTIS SCHOOL DIST.
School in which internship will take place

BELLWOOD-KANTIS SCHOOL DIST.
School District

TECHNOLOGY COORDINATOR
School District Internship Supervisor

M. M. M. M.
Signature

9-26-11
Date

TECHNOLOGY COORDINATOR
Title of School District Internship Supervisor

Brenda Calhoun
DeSales University Internship Supervisor

Brenda Calhoun
Signature

9-26-11
Date